



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 6/25/14

JOB TITLE: Tax Credit Analyst I (Allocations)

Closing Date: 8/6/2014

RANGE: (9)

DIVISION: Tax Credit Services

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under general supervision, strategic planning of long-term goals for allocations and compliance and assist in the preparation of the Qualified Allocation Plan (QAP), Application & Compliance Manual; conduct research related to Low Income Housing Tax Credits (LIHTC) program legislation and other legislation that may impact the LIHTC program; provide training to HMFA staff, developers and other professionals regarding Federal and HMFA LIHTC requirements and participates in presentations at Low Income Housing Tax Credits conferences and seminars; review Low Income Housing Tax Credit (LIHTC) applications to award tax credits in accordance with NJ QAP and IRS Code and Regulations and conduct on-site project inspections as needed; prepare and/or process written documentation for projects awarded tax credit allocations, including Carryover Applications and IRS Form 8609; and complete special projects as required.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Two (2) year college degree and five (5) years of related experience; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities. Responsible for 5,000-6,000 units.

SKILLS:

Knowledge of Federal, State and local housing programs including LIHTC, Section 8, Community Development Block Grants (CDBG), HOME, HOPE VI and Balanced Housing preferred. Must be proficient in Microsoft Office (Word and Excel); must have ability to work independently to accomplish multiple assignments simultaneously, as well as the ability to communicate effectively orally, in writing, and to listen actively; and to perform and analyze financial calculations and draw conclusions.

CERTIFICATES & LICENCES REQUIRED

No later than the one-year anniversary of the employee's start date, analyst shall have successfully completed an NJHMFA approved tax credit certification course. Upon receipt of certification, analyst shall be expected to attend annual trainings, workshops and conferences including but not limited to, sessions offered by NCSHA, JAHMA/NAHMA, HMFA approved tax credit course providers and/or IPED. Employee must satisfy the continuing education requirements to maintain his/her tax credit certification.

A valid driver's license in the state in which the person resides is required only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS. NJHMFA PROVIDES EQUAL EMPLOYMENT OPPORTUNITY TO BOTH INDIVIDUALS WITH VETERAN STATUS AND INDIVIDUALS WITH DISABILITIES.